



CITY OF BURBANK – PARK, RECREATION AND COMMUNITY SERVICES DEPARTMENT



S.W.A.T.

Volunteer Request Form

Event Name and Date:
Contact name, phone, and email address:
Purpose of Event:
Location of event:
Briefly Describe Event:
Onsite Contact name and phone:
Event Date/ Time & Volunteer shift time:
List Shifts Times, if any:
Location of Volunteer check in:
Number of Volunteers Requested:
Describe Volunteer Assignment(s). Office, booths, directing the public, etc
Volunteer Activity: Be sure to specify sitting, standing or walking, if applicable: If outdoors, will volunteers be working under a canopy or shaded area?
Will a snack be provided for volunteers?
Is there a dress code for your event? If so, what is the attire?
Where will volunteers park?
Our office will contact the volunteer(s) to confirm their participation 72 hours prior to your event. Is there any information you would like communicated during this confirmation call?
RSVP/BVP Office use only: Provide volunteer with job number for timesheet